

Minutes for the February 21, 2001
Printing/Mail Manager Exchange Forum
Tel-Conference

24 individuals participated in the Printing/Mail Managers Exchange Forum, both printing/mail managers and contractors.

Comments/Additions to last Months Minutes:

Dallas Woodruff (Headquarters) asked if there were any corrections/additions to last months minutes.

No corrections were presented. The minutes will be posted on the DOE Home page.

National Nuclear Security Administration's (NNSA) -LOGO

Mary Anderson (Headquarters) informed the group that the NNSA logo **has not** been approved for official use on stationery, memo paper, etc. and that it is currently going through the approval process at the Fine Art Commission. She advised the field not to print the logo on official documents until approval was granted. Upon approval, Headquarters would provide specifications for printing of the logo to the field. However, she did say that sites are allowed to use its judgement on placing the logo on business card.

Karen Payne Jones (Oakland) asked if the NNSA logo would replace the current Department logo. Mary indicated that the intent was to replace the DOE seal, but until approval was received from the Office of the Secretary and the Fine Art Commission, NNSA could not proceed. Some sites indicated that both the Department and the NNSA logo would be used after approval. Blanca St. Clair (Nevada) asked if camera copy of the NNSA logo had been provided to the vendor on the business card contract. Mary replied that Headquarters has not provided camera copy/electronic file of the NNSA logo and that it be provided to the vendor after approval has been granted.

Printing Manual

Mary Anderson indicated that the draft Printing Manual would be submitted for review through REVCom.

GSA Mail Award Update

Al Majors (Headquarters) began by informing the group the he had attended the Interagency Mail Policy Council (IMPC) in reference to the Mail Best Practice Award. Al also introduced Joan Bender and Marcerto Barr of the General Services Administration (GSA) to explain the process and the deadline for submitting the application for the award. Marcerto informed the group that the deadline for submitting the application to GSA is March 14th. Marcerto also said that the consideration period is October 1, 1999 through September 30, 2000. In addition Marcerto said that she would e-mail the application package to sites that would like to apply for the award. Marcerto also said that sites are welcome to go the General Services Administration's Web site

address www.policyworks.gov/federalmail to download the application package. Mary Anderson (Headquarters) said that Dallas Woodruff (Headquarters) would provide e-mail addresses of each site to Marcerto to send the application package via e-mail. Marcerto also said that the consideration period is October 1, 1999 through September 30, 2000. The awards ceremony will be held June 13, 2001 in Washington, DC. *Since the February 21 Tel-Conference, the General Services Administration's Web site address was forwarded to each field site.*

Extension of the Mail Management Profile Report New Due Date

Al Majors (Headquarters) informed the group that the letter had not been sent to the sites because the Field Management Council had not given final approval. Mary Anderson (Headquarters) said that the Field Management Council had return the letter for changes to be made. Al said that the new due date for submitting the report is March 16. Al also said that the new date might be extended. Lisa Buffkin (Oakland) asked would the letter require sites to collect data from Management and Operating (M&O) contractors. Karen Payne Jones Oakland said that her M & O contractors would want language in the letter specifying that M & O contractors are to provide data for the report. Mary Anderson (Headquarters) said she will reword the letter to include language requiring contractors to provide data. Al told the group that sites are required to provide information on all mail activities when appropriated funds were used.

Update on the New Postal Rate Increase

Al Majors (Headquarters) said he does not anticipate a rate increase in the near future, because the Postal Commission had not made a decision. Tony Toliver (Western Area Power) asked about the expiration date of the General Services Administration (GSA) contract for mailing/shipping of material. Tony Nellums (Headquarters) said the contract will expire on August 16, 2001, and that GSA will be establishing a multi-vendor contract. Tony Nellums (Headquarters) said the contract would include same day, next day, 2nd and 3rd day, bulk delivery and special mail services. The Web site to obtain information on the new contract or to register for participating on the new contract is www.fss.gsa.gov/services/express. Tony Nellums also said that FED-EX will be trying to work individual agreements with each site in order to maintain business in the shipping area.

Sites in Attendance

Schenectady Naval Reactors
West Valley Demo. Project
Fermi National Accelerator
General Services Administration (3)
Western Area Power Administration
Federal Energy Tech. Center
Idaho Nat. Engineering
Wastren-GJ-Grand Junction
Southwestern Power Administration

Central Training
Fernald Area Office
Ohio Field Office
Headquarters (4)
Bechtel Nevada
Nevada Operations (2)
Oakland Operations (2)
Savannah River Operations

